

PROCEEDINGS OF THE BROWN COUNTY
EXECUTIVE COMMITTEE

Pursuant to Section 18.94 Wis. Stats., a regular meeting of the **Brown County Executive Committee** was held on Monday, October 10, 2016 in Room 200 of the Northern Building, 305 E. Walnut Street, Green Bay, Wisconsin.

Present: Chair Lund, Vice-Chair Moynihan, Supervisor Buckley, Supervisor Hoyer, Supervisor Schadewald, Supervisor Erickson, Supervisor Van Dyck

Also Present: Supervisors Vander Leest, Zima and Lefebvre; Internal Auditor Dan Process, Public Works Director Paul Fontecchio, Public Safety Communications Director Cullen Peltier, Director of Administration Chad Weininger, Corporation Counsel David Hemery, Interim Human Resources Director Pete Bilski, Finance Director David Ehlinger, Schenck SC David Maccoux, news media and other interested parties

**Audio of this meeting is available by contacting the County Board office at 920-448-4015*

- I. **Distribution of iPads to Executive Committee Members.** *No action taken.*
- II. **Call meeting to order.**

The meeting was called to order by Chair Lund at 5:30 p.m.

- III. **Approve/modify agenda.**

Motion made by Supervisor Erickson, seconded by Supervisor Schadewald to approve with the modifications to hold Items 5 and 9. MOTION CARRIED UNANIMOUSLY

- IV. **Approve/modify Minutes of September 12, 2016.**

Motion made by Supervisor Schadewald, seconded by Supervisor Hoyer to approve. MOTION CARRIED UNANIMOUSLY

Comments from the Public None.

1. **Review Minutes of:** None.

Legal Bills

2. **Review and Possible Action on Legal Bills to be paid.**

Motion made by Supervisor Erickson, seconded by Supervisor Schadewald to approve to pay the legal bills with the exception of the von Briesen bills which were pulled for discussion. MOTION CARRIED UNANIMOUSLY

Erickson felt the bills were somewhat confusing and felt they should go back to Corporation Counsel, HR or Administration and asked for better clarification. He couldn't get the numbers to come out right and had spent a few hours on them. Former HR Director informed she was working on updating Chapter 4 and he saw billing showing von Briesen was doing it; he was concerned how they were farming things out and didn't know if they had permission to do it. It seemed like they were spending a lot of money when the county had their own in-hour attorneys. They had their own County Board attorney who worked for a lot less dollars and handled all these things and it was frowned upon by Administration and now they were picking up tremendously large bills. Erickson was concerned with double billing; it was determined it looked that way as the bill was split. Schadewald felt they should look at what they were spending money on and with the new Corporation Counsel figure out who should handle what. Buckley believed they approved money in their budget for outside counsel. Lund believed if they went over they had to come back to the board. Buckley added that it wasn't the attorney's fault; Interim Corporation Counsel needed to come and explain why they were hired out. Van Dyck would refer back to Administration to

get a report showing what they spent.

Motion made by Supervisor Van Dyck, seconded by Supervisor Buckley to refer back to staff to give a report on legal expenditures Year To Date and of further expenditures and to pay the bills. Vote taken. MOTION CARRIED UNANIMOUSLY

Hoyer questioned if they wanted it by the time they met for their budget meeting. Bilski stated that was doable.

Buckley questioned if it was a project for the Internal Auditor as well as their new Corporation Counsel to review and bring back a report in December or January of all outside legal bills from county departments. Maybe it was a case of, were they spending responsibly or should they be doing more internally.

Zima stated that about 8 years ago they had looked at how much was being spent on outside legal services and it was an enormous number. They were looking for a way to solve the problem of paying by the hour for outside help. At that time they had Mr. Mohr take care of all of the HR work on a flat rate fee of \$5,500 a month which included the legal and clerical services that were provided. If there was litigation, it would be more. Zima felt it was important to have the Internal Auditor along with Administration get a picture of this the last four years; it was the consensus of the committee to ask Internal Auditor Dan Process to complete this task. Zima felt if the number was very large it was time for them to put out a request for proposals to find someone.

Communications

3. **Communication from Supervisor Van Dyck re: Modify Section 3.06 of the Brown County Code of Ordinances entitled "Purchase and Sale of Tax Delinquent Property" by replacing any reference to Executive Committee with Administration Committee, basically transferring oversight for the purchase and sale of Tax delinquent property from Executive Committee to Administration Committee. *Referred from September County Board.***

Van Dyck informed he would like to return to the practice that existed up until two years ago, prior to Treasurer Zeller stumbling upon language in 3.06 (5) referencing the Executive Committee. He asked for review of that section and to have where it referenced Executive Committee to be changed to Administration Committee. Buckley asked if Administration Committee had time as they asked for them to take on more personnel matters; Schadewald informed they were already handling them before it came here.

Motion made by Supervisor Van Dyck, seconded by Supervisor Buckley to refer to Corporation Counsel to make the necessary adjustments to the ordinance. MOTION CARRIED UNANIMOUSLY

4. **Communication from Supervisor De Wane re: To look at funding the D.A.R.E. program for one year, while they get their much needed program back on the ground. *Referred from September County Board.***

Zima informed he was sitting in for De Wane; this was discussed at their Public Safety meeting. They were talking about funding one D.A.R.E. Officer and weren't adding a position. They suggested using one position for one year to help them get back on their feet so they can try and find other ways to collect money to keep their program going. Buckley informed that they added \$100,000 to the Sheriff's budget.

Motion made by Supervisor Erickson, seconded by Supervisor Buckley to refer to the Executive Committee budget meeting. MOTION CARRIED UNANIMOUSLY

Resolutions, Ordinances

5. **An Ordinance to Amend Sections 4.49 and 4.57 of the Brown County Code of Ordinances Entitled, Respectively, as "Extra Pay" and "Policy". *Held for 30 days.***

Item was held.

6. Ordinance to Amend Section 4.57 of the Brown County Code of Ordinances Entitled "Policy". Referred from September County Board.

Van Dyck felt they needed a timeframe, budgets were coming up and it had to be taken into context with everything else and they had to have a better idea pretty quickly. Bilski stated it was a priority. Van Dyck felt it was a lot of information to pull together in a short period of time and suggested working in collaboration with Internal Auditor Process. Lund informed Bilski was working on it. Schadewald didn't feel it was as complicated as people were making it and suggested ways of getting the numbers including talking to Department Heads and their staff.

Motion made by Supervisor Buckley, seconded by Supervisor Hoyer to refer back to Human Resources.
MOTION CARRIED UNANIMOUSLY

7. Ordinance Amending Sections 4.93 of Chapter 4 of the Brown County Code Entitled "Grievance Procedure". Referred from September County Board.

Van Dyck believed this had gone back for at least a year now and was held up because of the revisions to Chapter 4. It was his opinion that it didn't make any sense to address at the grievance level unless they were going to fix some things upstream. When they brought Chapter 4 revisions back they could consider it at that time.

Lund questioned Mr. Bilski when they will have the Chapter 4 revisions; Bilski stated a lot of work had been done and he will start reviewing next week.

Schadewald informed they talked about this at the Administration Committee and felt Bilski's priorities should be getting ready for the budget and the numbers they needed for overtime, insurance, pay increases, etc.

Motion made by Supervisor Van Dyck, seconded by Supervisor Buckley to receive and place on file.
MOTION CARRIED UNANIMOUSLY

Motion made by Supervisor Schadewald, seconded by Supervisor Buckley to suspend the rules to take Item 11 at this time. Vote taken. MOTION CARRIED UNANIMOUSLY

Reports

8. Brown County Financial Statement Results—Levy Funded Departments as of August 2016.

Weininger informed the Medical Examiner was running over budget due to the number of autopsies, they did make an adjustments in the 2017 budget to cover that. HR and Corporation Counsel, their departments were running to the positive. HR about \$130,000, Corp Counsel positive \$20,000. They had \$50,000 left over in legal services. Last year from 2015-2016 they carried over \$70,000 for legal bills due to the grievance on insurance and things related the Sups and non-sups contracts.

Motion made by Supervisor Moynihan, seconded by Supervisor Buckley to receive and place on file.
MOTION CARRIED UNANIMOUSLY

9. Treasurer

a. DISCUSSION/ACTION - Review and approval or rejection of bids/selling prices for tax deed properties: (Bid results of 10-10-16):

<u>Parcel#</u>	<u>Municipality</u>	<u>Address</u>	<u>Starting Bid</u>	<u>High Bid</u>	<u># of Bids</u>
Parcel 21-1293-2	City of Green Bay	1739 Main St.	\$100	\$	#

Held for 30 days to direct Treasurer Zeller to go back to the two parties and seek an offer if they are interested.

10. Internal Auditor Report

- a. Presentation of the 2015 Comprehensive Annual Financial Report, Federal Awards and State Financial Assistance Report and Management Communications by David Maccoux, Schenck, SC. (Material previously distributed).**

Maccoux referred to the Annual Financial Report which was prepared by the county and required to contain certain required disclosures. He briefly went through the material with the committee.

The Management Communications went through a number of things related to the audit and talked about the fact that their audit not only included the review of the financial statements but also a review of the overall internal controls. They also looked at the overall operations and comply with laws and regulations. They were pleased to say from a financial reporting perspective they had no internal control deficiencies or material weaknesses and they did not identify any non-compliance that they were required to report. Very positive statements on the controls within the county and a good indication of the financial records that were being maintained by the County Board. Referring to pages 3 and 4, it indicated that from their perspective the audit went very well, everyone was very cooperative and they appreciated the support in the completion of the audit. Maccoux spoke to page 5, concentrating on the General Fund while entertaining questions.

Motion made by Supervisor Buckley, seconded by Supervisor Moynihan to receive and place on file. MOTION CARRIED UNANIMOUSLY

- b. Board of Supervisors Budget Status Financial Report – August 2016 (Unaudited).**

Referring to Personnel Costs, Process informed that their department was over their budget in Overtime but under in Contracted Services. In the past they utilized Contracted Services more. He noted that when looking at overtime costs he considered overtime as well as comp time because employees had the ability to comp their time and use it at a later date, so it may not fall into that overtime category. Otherwise, if he was looking at the overtime individually, they were well under \$1,000. He wanted to make that distinction.

Motion made by Supervisor Moynihan, seconded by Supervisor Hoyer to receive and place on file. MOTION CARRIED UNANIMOUSLY

- c. Monthly Status Update: September 1 – September 30, 2016.**

Process stated that with the budget that came out, he provided an analysis and he was looking for any type of feedback to whether or not that information was beneficial because there were some changes to the budget and he felt they tried to incorporate some of the major changes from prior year to this year. If there were other suggestions to let him know. He did try to inform the supervisors after all the committee meetings as to if there were any changes. He sent out a memo this morning indicating what happened at Public Safety and Administration and the effect on the budget. Lund stated he was going to ask him to continue to do that.

Motion made by Supervisor Moynihan, seconded by Supervisor Buckley to receive and place on file. MOTION CARRIED UNANIMOUSLY

- d. 2017 Proposed Audit Plan.**

Process stated that the first project was the RFP for audit services that they were in the last year of their 5 years contract with Schenck. They will go out for bids in 2017. Lund informed he would be part of the team.

Motion made by Supervisor Moynihan, seconded by Supervisor Erickson to approve the Internal Auditors 2017 Proposed Audit Plan. MOTION CARRIED UNANIMOUSLY

11. Human Resources Report

Bilski informed with regard to the audit of the HR Department, he was going line by line in looking at how they were organized and taking a complete look at the organization, all the elements, were they staffed appropriately, etc. It was an extensive review he was working on, on daily basis which was subject to review. Looking at the areas of HR and the process from recruitment to compensation to training development to safety. So he left with a lot more metric reporting to see how they were doing and benchmarks to measure performance.

The audit was front and center as well as concentrating on the budget. He will have more reports on a regular basis.

They were working on recruiting the key replacement for the Senior Analysis that had left.

With regard to Compensation Management, before he took his leave he wanted to make sure they were setup so they could handle the compensation internally. Lund felt if it was done systematically it wouldn't be very difficult to do. Bilski stated the key was usually the data, accessing it and there were a number of sources available for very reasonable fees that kept them current and they didn't have to do it every year.

Benefits - He was still spending a fair amount of time answering emails and meeting with people so they sense they were doing it the right way. There was a lot of time and energy through open-enrollment.

Overtime request was front and center, a high-priority item for them as well as compensation for holidays. Sheriff Sups and non-sups labor agreements, which will be discussed in closed session.

Schadewald informed that the Administration Committee had a proposal that they agreed on and a discussion with HR for insurance for next year. They also came up with a proposal for pay, different than the County Executives.

Motion made by Supervisor Schadewald, seconded by Supervisor Hoyer to receive and place on file.

MOTION CARRIED UNANIMOUSLY

The committee went back to Item 8 at this time.

12. County Executive Report None.

Closed Session

- 13. Open Session: Discussion and possible action regarding the contract negotiations for the Non-Supervisory Deputy Sheriff's Labor Agreement.**

Motion made by Supervisor Moynihan, seconded by Supervisor Hoyer to enter into closed session.

MOTION CARRIED UNANIMOUSLY

- 14. Closed Session: Discussion and possible action regarding the contract negotiations for the Non-Supervisory Deputy Sheriff's Labor Agreement. Notice is hereby given that the governmental body will adjourn into a closed session during the meeting on the above date, as authorized pursuant to Section 19.85 (1)(e) of the Wisconsin Statutes, for the purpose of deliberating or negotiating the purchase of public properties, the investing of public funds or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, which bargaining is pursuant to Wis. Stat. §111.70 for purposes of negotiating and collective bargaining said agreement.**
- 15. Reconvene in Open Session: Discussion and possible action regarding the contract negotiations for the Non-Supervisory Deputy Sheriff's Labor Agreement.**

Motion made by Supervisor Moynihan, seconded by Supervisor Schadewald to return to regular order of business. MOTION CARRIED UNANIMOUSLY

Other

16. Such other matters as authorized by law.

Van Dyck questioned the distribution of iPads.

17. Adjourn.

Motion made by Supervisor Buckley, seconded by Supervisor Hoyer to adjourn at 7:04 p.m. Vote taken. MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Alicia Loehlein
Recording Secretary